

## PARKS OPERATIONS COORDINATOR

### NATURE OF WORK

This is responsible administrative work assisting in the overall management, coordination and direction of operations and maintenance for park grounds and facilities.

Work involves administering, evaluating and inspecting diversified programs and facility operations; preparing and overseeing the budget for assigned areas; and supervising subordinate personnel. General supervision is received from the Assistant Director of Parks and Recreation with work being reviewed in the form of reports, evaluations, conferences and effectiveness of services provided. Supervision is exercised over subordinate staff assigned to the Operations Division.

### EXAMPLES OF WORK PERFORMED

Plans, coordinates, implements, oversees and evaluates multiple operations and maintenance projects.

Supervises and evaluates operations, facilities and staff.

Assists in budget preparation and expense monitoring for parks and facilities; prepares and maintains required work records and reports.

Assists in developing and implementing policies and procedures related to the operation of park facilities.

Interviews applicants for employment, recommends individuals for hiring, trains and orients employees; performs all other supervisory duties including making assignments for operations and maintenance activities.

Inspects parks and recreation facilities and grounds for proper operating procedure and recommends necessary changes.

Works with the media, volunteer groups, and the general public regarding department operations; responds to citizen complaints.

Assists in creating public and private partnerships and in generating revenue from park programs.

Performs related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the methods, techniques, materials, equipment and safety precautions used in planning, maintaining and operating buildings, facilities, structures, park grounds and related areas.

Knowledge of budget preparation and budget management.

Knowledge of the principles and techniques of effective management and their application.

Knowledge of the rules, methods and procedures involved in planning, scheduling, organizing, implementing and evaluating operations and maintenance procedures.

Ability to prepare accurate and concise revenue and expense reports.

Ability to inspect parks and recreation facilities and grounds and recommend necessary changes.

Ability to promote and implement efficient maintenance practices.

Ability to establish and maintain effective working relationships with community groups, co-workers, staff and the general public.

Ability to plan, assign and organize the work of subordinates engaged in the delivery of effective operations and maintenance programs.

Ability to use personal computer programs for word processing and budget preparation and monitoring.

**DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four year college or university with major course work in landscape or grounds maintenance, horticulture, skilled trades or related field plus considerable experience in operations and maintenance of facilities and grounds.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with major course work in landscape or grounds maintenance, horticulture, skilled trades or related field plus experience in operations and maintenance of facilities and grounds; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Possession of a Nebraska Certified Pesticide Applicator's License (within six months of appointment).

Approved by: \_\_\_\_\_  
Department Head Personnel Director

12/01

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